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CODE OF BY-LAWS,

RULES AND REGULATIONS

FOR THE GOVERNMENT

— OF THE —

Board of Managers, Officers and
Employes,

— OF THE —

Missouri State Lunatic Asylum,

WITH APPENDIX.

Revised, Adopted and Ordered Printed, by Authority
of the Board of Managers, November
24th, A. D. 1873.



COLUMBIA, MO:

STATESMAN BOOK AND JOB OFFICE PRINT.

1874.

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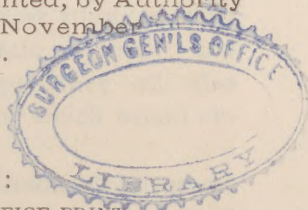
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OFFICERS OF THE ASYLUM.

MANAGERS.

EDWIN CURD, President.....Fulton.
JOHN A. HOCKADAY, Secretary.....Fulton.
WILLIAM H. WILKERSON.....Fulton.
EDWIN M. KERR, M. D.....Fulton.
THOMAS B. HARRIS.....Fulton.
WILLIAM HARRISON.....McCredie.
SAMUEL THORNHILL.....Concord.
WALTER T. LENOIR, M. D.....Columbia.
S. N. RUSSELL, M. D.....Mexico.

RESIDENT OFFICERS.

TURNER R. H. SMITH, M. D.....Superintendent and
Physician.
H. K. HINDE, M. D.....First Assistant Physician.
WILLIAM W. MACFARLANE, M. D.....Second
Assistant Physician.
GEORGE P. MCCREDIE.....Steward.
MRS. MARY A. MCKINNEY.....Matron.
JAMES S. HENDERSON.....Treasurer.

INTRODUCTORY REMARKS.

This Asylum has been erected at great expense by the State, that the insane may have a safe retreat, in the care of those who have learned the best mode of managing them; in whose hands they may be rescued from the cruelties and coercions which they generally meet with in the world; and where, under the benign restraints which kindness and benevolence impose, they may have every chance of recovery.

The very first impulses of insanity are met at home and amongst friends, by resistance and opposition from those who before yielded willing obedience to requirements, or who have acquiesced with cheerfulness in every reasonable indulgence. The apparent difference in the conduct and feelings of their friends excites collision, arouses the passions, and awakens the prejudices of the victims of delusion. They now feel that the friends whom they loved have turned against them, that these friends purposely thwart all their plans, oppose all their desires, and resist what they conceive to be their own best efforts to promote the happiness of both. They oppose their friends with violence, and indulge in wrath and bitterness against them.

For these reasons it becomes desirable that they should be removed to the care of strangers, whose efforts to make them comfortable they often appreciate correctly, and acknowledge gratefully. From strangers they will also submit to restraints without a murmur, which would excite the greatest hostility to friends.

In this institution, the care of such persons devolves upon us. In the various departments of business, we all

have daily, much to do with the inmates of the Asylum. Some of us devote our whole time to their care. It becomes us all, therefore, seriously to consider *how* this duty shall be performed; what discipline of feeling and what subjection of temper there shall be with us, that we may ever administer the "law of kindness" to its full extent, and in its proper spirit.

When we accept a place in this Asylum, we assume a responsibility which it should be our constant desire to fulfill to our satisfaction and that of our employers; it should be performed *conscientiously*, so as to be approbated by our Maker, who will be strict to mark injustice or oppression to unfortunate and suffering fellow-men.

No individual is worthy of a place in such an institution who labors for wages only. *Duty, a desire to improve the condition of all within the sphere of our influence, to increase the happiness and lessen the sufferings of each and all the inmates, should be the governing motive of our daily conduct.* We must never forget that we are dealing with fellow-creatures, who, being deprived of reason, are not responsible for their conduct. The regulating power of moral action is withheld from them; hence they are capricious, passionate, and often violent. They frequently also misjudge, and are led astray by perverted sense or by delusions of the understanding, which carry them far away from the proprieties of rational conduct. How exceedingly wicked and improper, therefore, to harbor a spirit of revenge, or to retaliate for injuries done us by such individuals!

It is because they are unable to control themselves, and because they will not readily acquiesce in the directions of their friends, that many of these individuals are placed in the Asylum. From us they are to have every comfort and every indulgence, which, individually or collectively, will promote their best good. To us they look for sympathy and counsel, for assistance in their various troubles and perplexities. We should enter deeply into their feelings, and show our willingness to spend our time and strength to promote their happiness, and recovery to health.

If we withhold what they may reasonably require, we do them injustice, and violate *our duty*. If we treat them with neglect, or with unkind and hasty language; if in any way we tantalize them, or recriminate when they assail us with violent or abusive words, we may do them irreparable injury, for which we all ought to *feel*, and certainly shall *be held* responsible.

Persuasion, with a proper spirit, will generally be followed by a quiet acquiescence in all reasonable requirements. *Much depends upon the manner of our intercourse with the insane.* We should never be cold and insensible to their wants, never hasty and impatient in our intercourse, never turn a deaf ear to their representations, never treat them with neglect, nor with feelings of superiority; but mingle with them in kindness, address them with respect and affection, and we shall secure their confidence and gain their affections—both of which are essential to their proper management and the most successful results.

BY-LAWS OF THE BOARD.

CODE OF BY-LAWS FOR THE GOVERNMENT OF THE BOARD OF MANAGERS AND OFFICERS OF THE ASYLUM.

CHAPTER I.

SECTION 1. The Officers of the Board shall be a President and Secretary, who shall be elected by ballot, and serve during their terms of office as Managers.

SEC. 2. The President shall preside at all sessions of the Board, conduct its meetings according to the usage of deliberative assemblies, call special meetings when business may require or when ordered so to do by the Board, or at the request of any two members of the Board. He shall authenticate with his signature the proceedings of each session of the Board, and all official documents emanating from the Board, unless it be such as the Board may order to emanate in the name of the Board or Secretary.

SEC. 3. If the President shall be absent at any meeting, a President *pro tempore* shall be chosen to discharge the duties of the President.

SEC. 4. The Secretary shall keep an accurate and legible record of all the proceedings of the Board, and do such other writings as the Board may from time to time assign him, and shall file and preserve all official papers.

SEC. 5. Whenever the Secretary is absent, a Secretary *pro tempore* shall be appointed by the President, to discharge the duties of Secretary.

CHAPTER II.

SEC. 1. Five members of the Board shall constitute a quorum.

SEC. 2. It shall take a majority of the whole Board to elect any officer of the Board or Asylum, or to pass or repeal any law of the Board, but a majority of the members present at any session (provided no less than a quorum be present) may transact any other business.

SEC. 3. All elections for permanent officers of the Asylum shall be by ballot, and shall take place annually, on the third Tuesday in March of each year for all whose terms of office have expired, when all the members of the Board are required to be present at the Asylum.

SEC. 4. Whenever a vacancy shall occur among any of the permanent officers of the Asylum, from death, resignation or otherwise, the President of the Board shall without delay call a meeting of the Board of Managers, who shall fill such vacancy by election.

CHAPTER III.

SEC. 1. The annual meeting of the Board shall be held at the Asylum on the last Monday in November of every year.

SEC. 2. The regular monthly meetings of the Board shall be held at the Asylum building on the first Tuesday of every month.

CHAPTER IV.

SEC. 1. Two members of the Board of Managers shall visit the Asylum monthly, a majority of them quarterly, and all of them once a year, to inspect every department of the institution, to carefully scrutinize the conduct of the officers and employes, and the treatment of patients, and examine into the general welfare and wants of the household.

SEC. 2. The annual visit shall be on the last Monday in November; the quarterly visits shall be on the first Tuesday in the months of February, May, August and November, and the monthly visits shall be between the first and fifteenth of every month.

SEC. 3. The President of the Board shall select the Managers for the monthly visits, by rotation, at each monthly meeting of the Board.

SEC. 4. A report in writing of each monthly visit shall be made to the Board, and filed with the Secretary, setting forth the general condition of the institution, and specially citing any cases of omission upon the part of officers or employes in the discharge of their respective duties.

CHAPTER V.

SEC. 1. Accounts against the Asylum shall only be audited and allowed at the regular monthly meetings of the Board.

SEC. 2. When an account is allowed by the Board, the Secretary shall issue a warrant upon the Treasurer for the amount of the same, which shall be signed by the President and Secretary; and in their absence by any two members of the Board.

SEC. 3. All warrants shall bear interest at the rate of ten per centum per annum, from the date of their issue until paid.

SEC. 4. But one warrant shall be issued in favor of the same person or firm, for the amount of any account or claim that shall be audited at any one session of the Board.

CHAPTER VI.

SEC. 1. The officers of the Asylum shall be a Superintendent and Physician, a first assistant Physician, a second assistant Physician, Treasurer, Steward and Matron.

SEC. 2. The term of office of the Superintendent shall be five years; the term of office of the Treasurer shall be two years, and the term of office of the first and second assistant Physicians, the Steward and Matron shall be one year, and until their successors shall be duly elected and qualified.

SEC. 3. The salary of the Superintendent shall be three thousand dollars per annum; of the first and second assistant Physicians each twelve hundred dollars per annum; of the Steward, one thousand dollars per annum; of the Treasurer, one thousand dollars per annum, and of the Matron, five hundred dollars per annum.

SEC. 4. The resident officers of the Asylum shall receive board, use of rooms and furniture free of charge for themselves, their wives and minor children.

CHAPTER VII.

SEC. 1. At the regular annual meeting in November, the *annual* report of the Treasurer of the Asylum shall be presented to the Board.

SEC. 2. Every second year at the regular annual meeting, the biennial reports of the Superintendent and Treasurer to the Board, and the biennial report of the Board to the Legislature, shall be presented for adoption.

SEC. 3. The duty of drafting the biennial report of the Board, in readiness for the action of the Board thereon, at the regular biennial meeting, shall devolve upon the Secretary, unless some other member of the Board be designated by the President to discharge this duty.

CHAPTER VIII.

SEC. 1. The Asylum *scales* shall be free to the use of any person or persons selling any article to the Asylum by weight, provided the vendor shall pay to the Steward the sum of fifteen cents for every load weighed upon said scales.

BY-LAWS, FOR THE GOVERNMENT OF THE RESIDENT
OFFICERS AND TREASURER OF THE ASYLUM.

THE TREASURER.

CHAPTER I.

SECTION 1. The Treasurer before entering upon the duties of his office shall execute bond to the State of Missouri, conditioned for the faithful discharge of his duties and otherwise as required by the Statute of the State, in the sum of Twenty-Five Thousand Dollars, to be approved by the Governor and State Auditor.

SEC. 2. He shall keep his office in the Asylum building, and devote his entire time to the duties thereof. He shall promptly collect all moneys due the Asylum by appropriation from the Legislature, as also from any and all other sources, and disburse the same under the direction of the Board of Managers, making a monthly report to the Board of Managers of the financial condition of the institution.

SEC. 3. He shall prepare and submit to the Board of Managers, at the regular monthly meeting in the month of January, 1874, a statement of all moneys due the institution from all private and county patients, as also all sums due from all other sources, together with all moneys due by the institution, showing the amount of assets and liabilities, striking the balance, and shall make a similar statement at each monthly meeting of the Board thereafter.

SEC. 4. He shall furnish the Superintendent on the last Tuesday of every month a synoptical exhibit of the Treasury, showing the aggregate sum of debits and credits, and the amount of Asylum funds remaining on hand.

SEC. 5. On the last Monday in November of each year he shall exhibit an accurate account of his receipts and expenditures, with all the vouchers therefor, for the examination of the Board.

SEC. 6. He shall honor any warrant upon the funds of the Asylum, signed by the President and Secretary, or by any two members of the Board.

SEC. 7. He shall honor the draft of the Steward for the sum of two hundred and fifty dollars for incidental expenses, when the same is approved by the Superintendent, but no second draft shall be cashed until the funds received on the draft preceeding it, are properly accounted for by regular settlement, accompanied by proper vouchers, setting forth the true disposition of the money drawn. Duplicate vouchers and settlements shall be preserved by the Steward, to be examined and passed upon by the Board.

SEC. 8. No warrant shall be drawn upon the Treasurer for payment of any account, not ordered to be paid by the Board at a legal meeting thereof.

DUTIES OF THE SUPERINTENDENT.

CHAPTER II.

In addition to the duties and qualifications prescribed in the Statutes of the State, the following By-Laws are for the government of the Superintendent:

SECTION 1. He shall keep himself familiar, by frequent visits and otherwise, with the condition of all the patients; and shall direct such medical, moral, physical and dieletic treatment as may be necessary to promote their comfort and restoration, and shall be held responsible to the Board for the efficient executive management of the institution in everything tending to promote these ends.

SEC. 2. He shall receive, answer or cause to be answered, and file or record all official communications respecting the Asylum or its inmates, and keep a record of all other transactions appertaining to his office and proper to be preserved. He shall assign to the resident officers their respective apartments in the house, and shall constantly exert a watchful care over the domestic economy and harmony of the household.

SEC. 3. He shall at the annual meeting of the Board in November, preceeding the meeting of the General Assembly, submit his biennial report of the operations of the institution to accompany the report of the Board to the Legislature.

SEC. 4. He may appoint as many Assistant Physicians, subject to the approval of the Board, and not exceeding three, as he may deem necessary to properly aid him in the discharge of his medical duties, and may prescribe and assign to each his respective duties.

SEC. 5. He may sell or direct the Steward to sell to the best advantage, such articles as may be deemed by the Board or Superintendent no longer serviceable to the Asylum; such as hides, pelts, tallow, rags, old barrels, boxes, scrap iron, etc., and make a quarterly return of the same to the Board, accompanied with proper vouchers.

SEC. 6. He shall deposit the proceeds of such sales quarter annually with the Treasurer, taking his receipt for the same and filing it with his other vouchers.

SEC. 7. He may nominate to the Board a Steward and Matron, who, if elected by the Board, shall discharge their duties as required by law.

ASSISTANT PHYSICIANS.

CHAPTER III.

SEC. 1. The Assistant Physicians shall be well educated Physicians, and shall constantly reside in the Asylum. The First or Second Assistant shall have charge of the Male Division, and the other of the Female Division of the Asylum, as the Superintendent may direct, and each shall exercise a general supervision of the one assigned to him.

SEC. 2. The said First and Second Assistant Physicians shall visit all the patients in their respective Divisions once in the morning and once in the afternoon of each day, and

oftener if necessary; carefully observe their condition, wants, and treatment; and see that they have food, medicine, exercise, amusements, clothing and bedding suitable for them; exert what moral influence they can with them, and endeavor, in every way, to promote their comfort and recovery.

SEC. 3. They shall see that the Attendants and Assistants are faithful and kind, attentive to the wants of the patients, and vigilant in the discharge of their duties; and they shall report immediately to the Superintendent all instances of misconduct, unfaithfulness, neglect of duty, observed by them or of which they may receive information; and they shall record the particulars of all accidents and escapes.

SEC. 4. For the due performance of the duties, enjoined in the foregoing sections, they shall spend much time in their respective Divisions; shall be in constant communication with the Supervisors, Attendants and Assistants, and shall carry out the plans and instructions of the Superintendent in the best manner they are able.

SEC. 5. They shall report to the Superintendent daily, and oftener if required, the general condition of their respective Divisions, and the particular state of such patients as may be sick or greatly excited, and of those requiring restraints, removal or seclusion, or special attention.

SEC. 6. They shall keep records of the cases of all patients in their respective Divisions, the Superintendent may direct, describing the symptoms, the changes that may occur from time to time, the mode of treatment, and all the peculiar circumstances connected therewith. They shall also see that the records of admission and discharges are accurately kept.

SEC. 7. They shall attend to the warmth, cleanliness, ventilation and good order of their respective Divisions, superintend the use of baths and administering food or medicine by coercion.

SEC. 8. They shall attend to visitors, when necessary, and shall always be ready to perform whatever services may be required of them by the Superintendent, and, under

his directions, shall conduct the correspondence with the friends of patients.

Sec. 9. When requested by the Superintendent, they shall visit the entire establishment, see all the patients, and learn their condition and treatment.

Sec. 10. Both Assistants, when practicable, shall be present at our dances, and aid in rendering them attractive and a source of pleasure and improvement. Also, unite in giving exhibitions with the Magic Lantern, Public-Readings, and such other entertainments in the Chapel as the Superintendent may regard appropriate and beneficial.

Sec. 11. Whenever the Superintendent may be absent or unable to discharge his duties, his position shall be filled by the First Assistant, and, if both be absent, by the Second Assistant.

THE STEWARD.

CHAPTER IV.

Sec. 1. The Steward before entering upon the duties of his office, shall execute bond to the Treasurer of the Asylum, in the penalty of one thousand dollars, conditioned for the faithful performance of his duties, with two or more sufficient securities to be approved by the Board of Managers.

Sec. 2. He shall make all purchases for the current use of the Asylum, as he may be directed by the Superintendent, and as may be necessary from time to time; and in so doing, it shall be his duty to endeavor to purchase where he can procure the best article for the least money—all things being equal, he is expected to equitably distribute the patronage of the institution, and with a view of thoroughly acquainting himself with the prices and quality of merchandise on the market and sought to be purchased, a *general* examination of stocks and prices is recommended.

Sec. 4. He shall be held accountable for the safe keeping and economical use of all Asylum stores and fuel; the

proper care and management, under the direction of the Superintendent, of the farm, garden and dairy, and everything belonging to them, and shall keep in good order the fences, out buildings and grounds of the Asylum.

Sec. 5. He shall keep ready for inspection, at any time by the Board or Superintendent, correct and methodical accounts of all purchases, receipts and expenditures, and of all charges on account of patients. Copies of the latter shall be furnished to the Treasurer whenever he may desire them. And he shall also keep clear, methodical and exact accounts of all purchases and expenditures during every month, in a book provided for this purpose, showing at the termination of each month, the outlay for every article used, and the aggregate amount for all, and exhibit the same to the Board of Managers at every monthly meeting.

Sec. 6. He shall likewise keep a correct account against the Treasurer of the Asylum, charging him with the amounts of all accounts due the institution for the board and clothing of patients officially furnished him, and all moneys granted by the Legislature or obtained from other sources, that may come into his hands by order of the Board of Managers, official notice of the same to be given the Steward by the Secretary of the Board.

Sec. 7. All purchases made by the Steward shall be accompanied by a bill of items, certified by him as correct and purchased at the lowest rates. Before going before the Board, the bills of items shall have the Superintendent's approval and certificate that the items were ordered to be purchased, and that the quality and price of goods are satisfactory.

Sec. 8. The Steward may draw upon the Treasurer a warrant approved by the Superintendent specifying that it is for marketing and incidental expenses, to the amount of two hundred and fifty dollars. He shall keep an account in detail, accompanied with proper vouchers of all expenditures made out of this sum, and shall make a settlement with the Treasurer as soon as the amount of two hundred and fifty dollars is expended, when another sum of two

hundred and fifty dollars may be drawn in like manner as above specified; such settlements however before going to the Treasurer must be examined and approved by the Superintendent. If it be also found correct by the Treasurer the latter shall so certify upon it, and file and preserve it, accompanied with the vouchers.

Sec. 9. The terms marketing and incidental expenses in this section, shall embrace purchases of fish, poultry, milk, butter, eggs, cheese, vegetables and all ordinary farm and garden products; also express, exchange and freight charges, postage stamps and stationery, and such other items, not exceeding one hundred dollars for any one item, as the Superintendent may deem proper to come under that head.

Sec. 10. He shall accustom himself to rising sufficiently early to assign to those employes under his immediate direction and control, their duties in good season. He shall make frequent inspections of the Asylum premises, and correct all delinquences on the part of employes placed under his immediate control. He shall attend to the temperature, cleanliness and ventilation of the center building, kitchen, laundry, bakery, etc; to the policing of the premises, the timely opening and closing of the house, rising of employes, and ringing of bells.

Sec. 11. He shall keep an account of the clothing of male patients when they enter and leave the Asylum; aid the Superintendent in extending courtesies to visitors, institute prompt search for escaped patients, and discharge such other duties as may be assigned him by the Superintendent or Board.

THE MATRON.

CHAPTER V.

Section 1. The Matron under direction of the Superintendent shall have charge of the domestic concerns of the institution, and be accountable to the Superintendent for

neatness and order in her department, and shall endeavor to secure faithfulness and efficiency in the discharge of duty, of all employes placed under her immediate control by the Superintendent.

Sec. 2. She shall superintend the cooking, washing, ironing, baking, etc., and see that they are properly done.

Sec. 3. She shall superintend the sewing and see that the seamstresses do their duty, and that as many patients permitted to sew by the Superintendent, are daily so employed, and that all new articles made for patients and the house, are properly marked and disposed of. She shall endeavor to induce all female patients, whom the Physician allows to work, to take part in the domestic duties of the halls and laundry.

Sec. 4. She shall give special attention to the welfare of the female patients, spending as much time with them as her other duties will allow. She shall make frequent and thorough inspection of the south wing, endeavor to correct all delinquencies on the part of employes, and report promptly to the Physicians any unfaithfulness or unkindness to patients she may observe.

Sec. 5. She shall see that the diet of all patients, special and general, is such as directed by the Physician, and that the food of the whole house is properly distributed. She shall attend, under the direction of the Physician, to the cleanliness, temperature and ventilation of the south wing; see that the clothing, bedding and apartments of female patients are always clean, well aired and in good order, and their wearing apparel marked and preserved.

Sec. 6. She shall keep an account of the clothing of female patients when they enter and leave the Asylum.

Sec. 7. She shall, when requested by the Superintendent, accompany him in his visits to the patients and to the various domestic offices of the house, and receive from him such instructions as he may have to give, in order to promote the welfare of the patients, and the true interests of the household.

Sec. 8. The physically sick shall receive from her especial attention in regard to diet, nursing, timely adminis-

tration of medicine, &c. ; and she shall be responsible for the neatness and good order of the bath, clothing, dining rooms and stairways of the south wing and center buildings.

Sec. 9. She shall discharge such other duties as the Superintendent or Board may assign her.

DUTIES OF THE APOTHECARY.

CHAPTER VI.

Section 1. The Apothecary shall be a student of Medicine or have such qualifications as will enable him to discharge his duties acceptably. Under the direction of the Superintendent or Assistant Physicians, he shall prepare and put up the medicines prescribed. He shall keep the office uniformly in good order, assist in waiting upon visitors, and attend to the marking and proper disposal of the trunks and extra articles; such as jewelry, money, &c., brought by patients, (such extra articles to be recorded in a book kept for the purpose,) and see that they are delivered to them, when discharged. He shall also perform such other services as may be required of him by the Superintendent or Assistant Physicians.

Sec. 2. As his intercourse with the patients will be considerable, he must exert what moral influence he can to promote their comfort and welfare.

Sec. 3. As it is important he should at all times be readily found, it is expected he will never absent himself from the office unless by permission of the Superintendent, or necessarily employed elsewhere.

MISCELLANEOUS PROVISIONS.

CHAPTER I.

Section 1. No officer of the Asylum shall be directly or indirectly interested in any contract for the supply of any

article for the use of the Asylum ; nor shall he receive any present or gratuity from any person dealing with the Asylum.

CHAPTER II.

RESIGNATION OF OFFICERS.

Sec. 1. Before resigning, the Superintendent shall give the Board at least three months notice of such intention; and the other officers, before resigning, shall give to the Superintendent a similar notice.

CHAPTER III.

LEAVE OF ABSENCE.

Sec. 1. The Superintendent shall not at any time absent himself from the Asylum for a longer period than one week, without special leave of the Board, or without assigning his reasons therefor at the meeting of the Board next subsequent to his absenting himself.

Sec. 2. The resident officers shall not absent themselves from the Asylum without the consent of the Superintendent.

CHAPTER IV.

WHEN SUPERINTENDENT'S DUTIES DEVOLVE UPON OTHER OFFICERS.

Sec. 1. In the absence or inability of the Superintendent to act from any cause, the ordinary duties of the Superintendent shall devolve upon the First Assistant Physician, and in his absence or inability to act, they shall devolve upon the Assistant next in rank, who shall, for the time being, receive the official respect due the Superintendent from the official household.

CHAPTER V.

ESPRIT DU CORPS.

Sec. 1. All officers are required to report to the Superintendent promptly, any neglect of duty, or abuse of patients on the part of any employes coming under their observation; and to exact a prompt discharge of duty, on the part of any who may be placed by the Superintendent under their immediate control.

Sec. 2. No officer shall speak disparagingly of another

officer in public, and no officer shall discuss any proceedings of the Board, other than those ordered officially to be made public.

Sec. 3. No officer shall conduct any correspondence respecting the condition and prospect of recovery of patients, not sanctioned and approved by the Superintendent; nor permit, if cognizant of the fact, any attendant or employe to do so.

Sec. 4. Officers when abroad from the Asylum are expected in every way to subserve the true interests of the Asylum and the interests of its inmates. No naming of patients and discussing of their peculiarities should be indulged in when it can be avoided. The welfare of the patients and the good name of the institution are to be regarded by them at home and abroad, as a sacred trust confided by the Board and the State to their keeping.

Sec. 5. The Assistant Physicians, Steward and Matron are expected to take an active interest in the regular amusements of the patients, and to see that they receive proper attention from the attendants when assembled at the lectures, readings, religious services, and amusements.

Sec. 6. The associate officers of the Asylum shall aid the Superintendent, when requested by him in extending all proper courtesies to visitors, and whenever the Superintendent may be absent, they shall aid the Assistant Physician on duty in his stead, in the same manner.

CHAPTER VI.

CONCERNING COUNTY PATIENTS.

Sec. 1. No county patient shall be admitted into the Asylum, until the County sending such patient shall have first paid to the Treasurer of the Asylum, the sum of *Ninety Dollars* in cash, to defray the boarding and clothing expenses of such patient for six months; and no patient shall be continued in the Asylum, unless a similar sum be paid in advance to defray such expenses for the next, and every succeeding six months thereafter.

Sec. 2. From and after the first day of March, 1874, every County now having patients in the Asylum, is required to pay the sum of *Ninety Dollars* semi-annually in

advance, to defray the expenses of each patient it may have in the Asylum ; and any County neglecting or refusing so to do, will forfeit its right to keep such patient longer in the institution.

Sec. 3. Every County in the State indebted to the Asylum on account of patients now in said institution, which shall fail to make full payment thereof by the *First* day of *May*, 1874, will subject itself to the operation of the last provision of the next preceding section.

Sec. 4. If any patient for whom an advance payment has been made, shall die or be discharged from the institution before the sum advanced is consumed, the excess shall at once be paid over by the Treasurer of the Asylum to the County making such payment. And if there shall remain from any advance payment, any unexpended part thereof, the County entitled to such surplus, shall have proper credit therefor, which shall be applied to the reduction of its next advance payment ; and if from any cause the amount advanced by any County shall be insufficient to defray the expenses of its patient, the deficiency shall be made up by such County when the next succeeding installment falls due, and it shall be the duty of the Treasurer of the Asylum, to keep all Counties having patients therein, fully advised of the condition of their account with said institution. (*Vide* Section 25, page 308, General Statutes of Missouri.)

RULES FOR THE GOVERNMENT OF THE EMPLOYEES
OF THE
MISSOURI STATE LUNATIC ASYLUM.

CHAPTER I.

DUTY OF THE EMPLOYEES TO OFFICERS.

1. All persons employed in the Asylum shall accustom themselves to speak well of the Institution and its officers, promptly and cheerfully perform all the duties required by the Superintendent and other officers, encourage the patients, and endeavor to inspire them with confidence in the course pursued for their benefit, conciliate their feelings towards the officers, and lead them to understand that every measure is adopted for their welfare and restoration.
2. They must expect an unceasing observation of the manner of performing their respective duties, and receive the instructions and suggestions of an officer in regard to deficiencies or improvements, kindly and without offence.

CHAPTER II.

DUTY TO EACH OTHER AND THEMSELVES,

1. Self-respect is enjoyed upon all. Each one is responsible in his or her department, and should be ambitious to discharge every duty to entire acceptance.
2. Patients will look to attendants for *good* examples. Let attendants be careful in nothing to set a *bad* one.
3. Let your dress always be neat and clean. Avoid all ungentlemenlike habits, such as men's wearing their hats within doors, going in shirt sleeves, &c. Never indulge in

loud talking or laughing; use no profane, obscene or vulgar language. Never play at any game with one another unless by permission of the Superintendent.

4. Treat each other with politeness; be civil, cordial and frank. Let a smile habitually light up your countenance when you speak. A calm, quiet, cheerful deportment befits your employment. Cheerish a high sense of moral obligation; cultivate an humble, self-denying spirit; seek to be useful, and maintain, at all hazards, your purity, truth, sobriety, economy, faithfulness, and honesty.

5. No attendant or assistant, while connected with the Asylum, shall, at any time, at home or abroad, make use of distilled spirits, or intoxicating liquor of any kind, and it is desirable that they should not use tobacco, but discourage the use of it by patients.

CHAPTER III.

DUTY TO THE INSTITUTION.

1. It shall be the duty of all persons employed at the Asylum to fulfill their engagements scrupulously as to time of service and duty to be performed. They shall not discontinue service without giving thirty days notice to the Superintendent or Steward.

2. The attendants and other employes shall devote their whole time to the Asylum. They shall receive no compensation besides their regular wages for any service or labor, nor be directly or indirectly interested in the purchase of any article for the use of the Asylum.

3. No attendant or other employe shall receive any present or gratuity from any patient, or friend of a patient, or from any visitor, or sell to or buy anything from a patient, or make any perquisite of any kind whatever.

4. The attendants and other employes shall never leave the Asylum without permission from the Superintendent or a resident officer under his direction, and shall always return previous to the next meal time, unless leave be given to stay longer. They should apply for leave of absence several hours before the time at which they desire to leave; and before leaving, deposit their hall keys in the Superintendent's office, until their return.

5. Attendants must not advertise the amusements of the Asylum, gotten up for the benefit of the patients, nor invite their friends to them, without special permission from the Superintendent. The presence of many strangers interferes with the enjoyment of patients and is detrimental to their mental welfare.

6. The attendants shall never part with a key, nor let any one into the halls without permission of a resident officer. No male attendant, without such permission, shall ever enter a female department.

7. An indispensable duty of all who are employed about the house is to secure perfect and systematic neatness and cleanliness of the Asylum and the patients, and whenever one is found not inclined to work diligently to that end his services will be dispensed with. Halls, dining rooms and other apartments are to be scrubbed, swept, and mopped as often as the most rigid neatness may require. No part of the house to be considered clean when it can be made cleaner. No one is wanted here who regards any kind of honest labor, necessary to carry out this rule, as degrading.

8. Attendants must not throw trash or water out of the windows, and should endeavor to prevent the patients from doing so. The water closets, urinals, spittoons, etc., are to be scrupulously attended to so as always to preserve a pure atmosphere. Chamber vessels are always to be covered when removed and thoroughly cleaned immediately after use. Any noisome odor is evidence of neglect. The health of patients and attendants depends much upon the purity and cleanliness of the halls. Experience has shown that a suitable and systematic attention is capable of keeping an Asylum entirely free from all close or impure air.

9. The attendants must look well to the security of all doors and windows connected with the patients' rooms and halls; and at bed time see that no attempts are being made to get out; that all doors are safely locked and hall lights extinguished as soon as the patients have retired.

10. Visiting from hall to hall and to the kitchen, bakery,

laundry, drug store, sewing room, etc., during hours of duty, without particular business, is prohibited.

CHAPTER IV.

DUTY OF ATTENDANTS TO PATIENTS.

1. The attendants must treat the patients with uniform attention and respect, greet them with friendly salutations, as "good morning" or "good evening," and exhibit such other marks of kindness and good will as evince interest and sympathy. Under all circumstances be tender and affectionate, speak in a mild persuasive tone of voice, never address a patient coarsely, by a nickname, nor by a christian, nor by a surname without the addition of Mr. Mrs. or Miss.

The law of kindness shall be the governing one in this institution, and all other qualifications will pass as nothing if the disposition to carry out this law is absent. Those who do not at heart adopt this sentiment are unfit to take charge of the insane, and are not wanted here.

2. On rising in the morning the attendant shall see that each patient confined to his or her care is properly dressed, face and hands washed, hair combed, etc. This should be re-looked to throughout the day, and especially before coming to meals, or religious services, or going to ride or walk. The patients' beds are then to be aired and made up, and their rooms, the halls, bathing rooms, stairs, etc., etc., to be swept and otherwise cleaned, and the whole premises put in order so that a complete inspection may be had of the house, commencing as early as half past eight o'clock in the summer and half past nine o'clock in the winter season. Before those hours no patient will leave the house to walk, ride or labor without directions from the medical officer.

3. The patients are ever to be soothed and calmed when irritated—encouraged and cheered when melancholy and depressed. They shall never be pushed, collared or rudely handled. To induce them to move, gentle, mild and persuasive measures only shall be used; when these fail, information shall be given to the Superintendent, or assistant Physicians. When attendants receive insults and

abusive language, they must keep cool, forbear to recriminate, scold, threaten, or dictate in the language of authority. Violent hands shall never be laid on a patient under any provocation. A blow shall never be returned, or any other insult. Abuse of patients will not be tolerated in this institution, and any employe guilty of abusing them, or cognizant of the fact in others without reporting the same will be discharged.

4. Sufficient force to prevent the patients from injuring themselves or others, shall always be applied gently, and all struggling with a patient should, if possible, be avoided by calling upon other attendants for additional assistance, when a patient is highly excited, or disposed to violence, before entering his room or attempting to dress or control him. Attendants should never manifest fear of any patient; but while they maintain their authority with firmness and decision, it must always be done with mildness and kindness of manner and dignity of deportment.

5. Attendants shall never apply any restraining apparatus, except by order of the Superintendent, or a resident officer under his direction, but shall rely upon seclusion to the patient's room or personal watchfulness in cases highly excited, until the Physician can be found.

6. When the Physician enters the hall, the attendants shall rise and accompany him through it, and be always near enough at hand to answer any questions or execute any direction concerning the patients. One attendant shall always be in each hall with the patients, and shall not leave under any circumstances until relieved. Neither shall the attendants retire to their rooms while the patients are in the halls, except for the purpose of adjusting their own clothes. Each attendant is responsible for every patient under his or her care, and is expected to be able at any moment to say where any individual can be found. If any is discovered to be missing, report is to be made immediately to one of the officers, and the proper search instantly instituted. From the time patients rise in the morning until they retire at night they are to be constantly under the supervision of the attendants who shall endeavor

to keep them comfortably and neatly dressed, prevent improper conduct, bad postures and to interest, comfort and amuse them by talking, reading to them or endeavoring to induce them to engage in some agreeable recreation or occupation.

7. At meals one or more attendants shall always be present to carve, distribute the food, and see that every patient has a proper supply and that it is taken in a proper manner. Special care shall also be taken that no patient carry away a knife, fork, or other articles from the table, and to prevent occurrences of this kind, the knives and forks shall always be counted before and after each meal.

8. Attendants shall never place in the hands of the patients, or leave where they can obtain, any razor, knife, scissors, rope, cord, medicine, or any dangerous weapon or article. A constant watch is to be kept that patients do not secrete any instruments of iron or steel, and if it is known or suspected that any instrument is in their possession, immediate information is to be given to an officer. The beds, flues, etc., are to be frequently searched. Neither shall they deliver any letter, or writing, or parcel from or to a patient without permission of the Superintendent, nor retain in their possession any writing of a patient.

9. Suicides and elopements are most frequent about meal times, early in the morning, at dusk, on the walk and during amusements and religious services; therefore the strictest watch is to be kept at these times. Attendants are to look not merely to those under their immediate charge, but with constant watchfulness over all the patients, they must endeavor to prevent any from eloping or wandering. When patients are assembled in the amusement hall, chapel, or at meals, or when they are going to or from these places, or out on the walk, attendants must occupy such a position always as will enable them to prevent any successful attempts at escape or violence.

10. When patients are known to have a suicidal tendency there is no security except in constant watching. Care should be taken to place out of reach all the means that would likely be resorted to, and the patient must be kept

constantly in sight, treated with great kindness and sympathy, and his attention drawn as much as possible from the subject.

11. It must never be forgotten that in a bad case a single minute of neglect may be as serious in its effects as a whole hour. The clothes of suicidal patients, in any part of the house, and every dangerous article, shall be removed from their rooms at night, and the windows fastened. Unless special exemption is made in particular cases, the clothing of all patients on the third, fourth, sixth, seventh, ninth, tenth, eleventh and twelfth halls are to be removed from their rooms at night, room doors locked on retiring, and window guards kept always fastened. They are also not to have any furniture, clothing, or other articles in their rooms at any time, other than that placed there by special direction or permission of the Superintendent or Assistant Physician.

12. The room doors of the first, second and fifth halls shall be locked at bed time, unless special exemption be made of particular rooms by the Superintendent. Unless specially directed to the contrary, the clothing of patients occupying these halls may be left in the rooms.

13. When patients ride out, the driver shall see that they do not leave the carriage, nor communicate with persons casually met, nor deliver letters, packages, or messages, nor procure weapons, tobacco or any other articles. He is not to stop and do errands for himself or others without permission of the Superintendent.

14. When attendants walk out with patients they shall keep them together, avoid mingling with patients of other halls, and observe the same rules and precautions as the driver; they shall also particularly avoid going near dangerous places, as precipices, wells, machinery, etc., or into the woods, or other places favorable for elopement. When but one attendant has the patients of a hall out walking he must not go with them beyond the Asylum enclosure, and must keep the patients with him closely together so that none may be tempted to escape.

15. When medicine is prescribed, attendants shall use all proper and gentle means to induce the patients to take it, but are never to resort to force except in the presence of a Physician.

16. When attendants fail to induce patients to take the medicine prescribed, the fact must be communicated to the Physician at his next visit to the hall, or sooner in urgent cases. Care must be taken to avoid mistakes, and to prevent patients getting medicines not prescribed for them. All cups, vials, boxes, etc., containing medicine should be locked up. In going to and from the drug-store, attendants must not delay in the passage, not hold any conversation other than to report to a medical officer notable changes in the condition of patients.

17. Attendants must not talk to patients on the subject of their delusions, or give assent to them or to others in the hearing of the patients, and as much as lies in their power they should prevent others from doing so. They must never ridicule, mock, or imitate them, nor do anything to wound their feelings, or suffer other patients to do so.

18. Deception must always be avoided and promises must not be made unless it is intended to fulfill them.

19. When patients become violent in manner or conversation, the attendant shall in the gentlest manner endeavor to restrain them. Should they fail, one of the resident officers shall be informed immediately. The history, condition or conversation of patients must never be spoken of to visitors, nor reported by attendants abroad.

20. Every patient shall be in charge of some responsible individual at all times, unless permitted to be at large by the Superintendent. The person who takes a patient from one of the halls shall be responsible for his or her safe keeping until returned to same, or intrusted by a resident officer to the care of another person; and no patient shall be permitted to go out of the wings, except in conformity to the directions of the Superintendent.

21. Lists of the names of all patients allowed to walk out with attendants, of all allowed to go out unaccompanied and allowed to go out to work, will be furnished the atten-

dants and must be carefully preserved, often consulted and always conformed to.

22. Patients are not to be sent on errands for attendants from one hall to another, or from the hall to the kitchen, office, drug store, sewing room, or cisterns.

23. All damages done by patients to the walls, bedding or furniture of the Asylum shall be reported daily to the supervisor or assistant Physician.

24. Semi-monthly requisitions of clothing and other articles required by patients or needed upon the hall must be made on the blanks provided for that purpose, and handed to the Superintendent or assistant Physician.

25. Patients are not to eat in their rooms or be absent from the regular meals except in case of sickness or high excitement, without permission of the Superintendent or a resident officer under his direction.

26. Attendants must daily notice the habits and conduct of patients, and promptly inform the Physician of all circumstances requiring attention, such as loss of appetite, diarrhoea, costiveness, or any other indisposition; threats or attempts to injure self or others, special requests, etc.

27. No patient shall be put to sleep in a dormitory or room with another patient without the knowledge of the Physician, and the attendants shall keep separate lists of all persons allowed to sleep in the dormitories.

28. Unless a special exemption is made by the Superintendent or his assistant, every patient shall be bathed once a week. The temperature of the water to be such as is most grateful to the patient. They are not to be left to themselves when bathing, and care is to be taken that they are thoroughly rubbed and dried, hair combed and dress arranged.

29. The attendants shall shave the patients in each ward and trim their hair at stated intervals. The tastes of patients careful of their person are to be consulted in regard to the length of their beard and hair; and those who desire to be shaved frequently are to be gratified in this particular. Great care is to be taken that no injury is done with the razors or scissors which must be carefully kept by

the attendants. If the Physician should allow a patient to shave himself, an attendant should always be present and no other patient in the room at the time.

30. A clean sheet and pillow case are to be put on each bed once a week. Under no pretence is this to be omitted. When a patient is careless in personal habits, his clothing is to be changed as often as is necessary to keep him dry and clean. Soiled clothes should be thoroughly rinsed and placed in the drying closet or bundled and thrown down the dirty clothes hoppers to be taken to the Laundry. If there should not be clothes enough to change as often as necessary they will be provided by applying to a resident officer.

31. Wet beds and bedding are to be rinsed in hot water and put in the drying room. If the bed tick contains straw or shucks, the sacking is to be ripped, the wet filling removed and the bed tick rinsed and dried in the drying closet, and dry straw or shucks added. No attempt is ever to be made to dry the bed without first removing the wet straw or whatever material may be used in filling the tick.

32. Patients having the insane odor must be bathed and changed as often as twice a week, if possessed of ordinary bodily health, and those who have offensive feet must have their feet washed and socks changed daily.

33. Whenever any article of clothing requiring repairs cannot be repaired on the hall it should be carried to the Steward, Matron or Supervisor. If proper pains are taken in this respect, the dress of patients can always be kept whole.

34. When patients are taken out to work, the party having them in charge must work with them and encourage them to work by persuasion as well as by direction.

35. When the services of an employe are no longer required the reasons for dispensing with them may or may not be given at the discretion of the Superintendent. Some individuals have no natural aptitude for the vocation of attendants, and hence no particular reason should be expected for no longer requiring their services.

DUTIES OF SUPERVISORS OF DEPARTMENTS, MALE AND FEMALE.

CHAPTER V.

SUPERVISOR OF KITCHEN AND BAKERY.

1. The Kitchen and Bakery shall have a Supervisor whose duty it shall be to see to the safe-keeping and economical use of all the supplies, furnished to those departments. Then she shall see that the food is well cooked and properly distributed, and that nothing is wasted, that no extra or unusual articles are cooked for those in the kitchen nor sent into the wing, unless the person calling for such say it is by order of one of the Physicians, or Matron; that there is no unnecessary or improper conversation carried on with those in the wings; that there is no rude or improper behavior in the cooking departments, including the bakery; no bad language or quarreling, but that all work faithfully. He or she shall see that these departments, including store-rooms, ect., are kept neat and in good order, and that no idle company be suffered to visit the kitchen or bakery, nor the attendants and assistants in other departments, without special business or by permission of one of the officers. All violations of these rules or instances of bad conduct on the part of those employed in their departments, are to be reported by the Supervisor to the Superintendent immediately.

In such an institution as this, where there are large quantities of provisions and many persons employed, constant vigilance will be necessary to guard against the feeling on the part of many, that it is of no consequence if some things are lost or squandered; that they belong to the State, and there are enough left. Any remarks of this kind, or conduct indicating such feelings, should be made known at once to the Superintendent. In short the Supervisor is expected to know, from his or her own observation, that the articles and food intrusted to him or her, are safely kept, economically used, and that good order and cleanliness prevail in all the departments under his or

her care. It will be his or her duty to see that those employed, rise early and are attentive and faithful throughout the day and hours of labor.

It must be no excuse for the Supervisor, that his or her departments are not in good order for want of sufficient help, furniture, or proper arrangements, as his or her application to the Steward must be repeated until they are well furnished in these respects.

CHAPTER VI.

RELIGIOUS SERVICES.

1. All who have the care of patients, who are well and can be spared from duty on the hall, shall attend religious services in the chapel, with the patients permitted to go there by the Superintendent. The Superintendent shall invite the Clergymen of different denominations to conduct the religious services of the Asylum on Sunday under such regulations as he may deem best for the welfare of the patients.

2. Sunday shall be observed as a day of rest and quiet throughout the Asylum, and only absolutely necessary work shall be done on that day about the institution.

CHAPTER VII.

VISITORS.

1. The managers of the Asylum are fully aware of the interest generally felt in its prosperity, and are desirous of affording suitable opportunities for visiting it and inspecting its internal arrangements, but they are convinced that the welfare of the patients and the proper performance of the duties of the officers and attendants require that such visitations should be subject to the following conditions:

2. The public will not be permitted to visit the Asylum on Sunday. Visitors on other days in the week, except in case of persons coming from a distance, shall be limited to the hours between two and four o'clock P. M., and to such parts of the Asylum premises as may be indicated by the Superintendent.

3. The Superintendent is enjoined to be especially careful that the welfare of the patients is not endangered by too frequent presence of visitors on the halls, and shall see

that excitable patients and those who are sensitive upon the subject of their insanity are not brought in contract with visitors.

4. Visitors are forbidden to give tobacco to patients or to deliver to or from them letters or parcels without the consent of the Superintendent.

5. Visitors should not ask the names or history of patients or discuss their peculiarities or express pity for them in their presence, or gaze at them intently or decline to return a salutation or treat them in any other manner than as if they were sane.

CHAPTER VIII.

DUTIES OF SUPERVISORS.

1. The Supervisors shall rise with the ringing of the first morning bell, exercise during the day a constant supervision over their respective wings, under the direction of the Superintendent and other officers.

2. They shall aid in securing perfect compliance with the rules of the Asylum and the directions of the Superintendent and promptly report all delinquencies. They shall pass often through the halls between the visits of the Physicians and Matron and co-operate with them to secure the welfare and happiness of the patients and the good order of the house.

3. They must daily visit the dining rooms, clothes rooms, bath rooms, attendants' rooms and water closets and see that all are kept in order.

4. They must look especially to the food, clothing and bedding of the patients, and see that all are clean and of the proper kind and quality. They must see that patients always have on their own clothing, properly marked and repaired and that they appear always neat and tidy.

5. They must see that no uncleanly habits prevail in the dining rooms; that helpless patients are properly fed and otherwise cared for at meals, and that voracious patients are not allowed to take the food of those near them at the table.

6. They must see that the beds are always free from bugs, and the bed rooms free from any bad odor. They

must see that clean and soiled clothes are not kept together in the clothes room. They must see that all soiled beds are taken at once from the rooms and disposed of as provided in the duties of attendants. They must see that every possible effort is made to keep the bath rooms and water closets well ventilated and the atmosphere pure and healthy.

7. They must aid in having the bathing properly done.

8. They must aid in cheering and agreeably occupying the patients, and see that all are kindly treated as the by-laws require.

9. They must report daily to the Superintendent or assistant Physician all violation of the laws of the Asylum, all repairs needed for the security of patients and all damages done by the latter to the building or furniture.

10. They must report all who are taken sick between the rounds of the Physician, and record such other observations as they may deem important to the officers.

11. They shall, when required, administer medicines, give special attention to particular cases, take care of or assist in the care of a hall and discharge any other duties assigned them.

12. The supervisor of the south wing shall be the Matrons' assistant and the supervisor of the north wing shall be the Steward's assistant.

CHAPTER IX.

DUTIES OF THE CARPENTER.

1. The Carpenter shall make such articles and repairs as the Superintendent may direct. He shall have the immediate charge of the carpenter shop, lumber yard, tools and materials of all kinds belonging to that department of the institution, and is considered responsible for their safety and economical use.

2. He will not allow any one to make use of the tools or lumber without permission of the Superintendent or Steward; and when tools are taken from the shop for any purpose, if not promptly returned, he will report the fact to one of the officers. He will prevent attendants, patients, or others from remaining in the shop, so as to interfere

with the workmen, unless they have themselves been sent there to work. No materials are to be taken from the shop or yard without permission from one of the officers. He shall discharge such other duties as the Superintendent may assign him.

CHAPTER X.

DUTIES OF THE WATCHMAN.

1. The watchman shall commence his services each evening at nine o'clock by extinguishing the lights not in use and closing up the kitchen and basement.

2. He shall then go to the office for instruction for the night. After ringing the first morning bell his duty ceases until immediately after dinner, when his services belong to the Asylum until the halls are lighted at sunset.

3. He shall report in a book provided for the purpose, any violation, during the night, of the rules of the Asylum. He shall report to the proper officer any unusual occurrence demanding immediate attention.

4. He shall visit such of the male patients and administer such medicine as may be directed, and make such nightly notes as may be required by the Superintendent or as he may deem important.

5. During hours of duty he shall be constantly awake, faithful and vigilant.

6. He must be especially careful to guard against fire, attempts at escape or suicide, the least suspicion of which should attract his immediate attention. Any unusual noises and cries of patients for water should be attended to at once. Helpless patients must be often visited and covered and otherwise cared for during the night.

7. He must be careful that no patient is taken suddenly ill during the night without his knowing it and informing the assistant Physician.

8. He shall visit the center building and every hall of the north wing at least once every hour, and pass round the building and through the basement frequently during the night. He shall see that the fires in the laundry, kitchen and boiler house are lit and extinguished as directed.

9. In his walks he shall be as silent as possible and shall have no light but a lantern.

10. After dinner he shall take the clothing of the north hall to and from the wash, fill the south wing bed sacks, take care of the amusement hall and chapel and discharge such other duties as may be assigned to him until sunset.

CHAPTER XI.

DUTIES OF THE WATCHWOMAN.

1. The duties of the watchwoman shall be similar to those of the watchman, in regard to time of service, care of patients and all nightly occurrences, but confined exclusively to the interior of the female side of the house.

2. Her time shall belong to the Asylum from nine o'clock P. M. until the ringing of the first morning bell and from immediately after dinner each day until the halls are lighted at sunset. She shall spend the afternoon in the sewing room, on the halls, or at such occupation as the Superintendent may direct.

CHAPTER XII.

DUTIES OF THE ENGINEER.

1. The Engineer shall have charge of the machinery, water and gas works, and heating apparatus of the Asylum, and shall keep all in good order.

2. He shall see that the supply of steam and gas is abundant, and the two latter of the best quality possible to furnish, and all furnished as required by the Superintendent.

3. Under the direction of the Superintendent or Steward he shall have charge of the blacksmith shop and tools, and the gas and steam fittings, and see that no tools or fittings are taken from the shop without authority of a resident officer.

4. He shall make such repairs as may be needed and in his power to make, and discharge such other duties as may be assigned him by the Superintendent.

5. He shall not leave the Asylum without giving one month's previous notice of his intention to quit.

6. He shall devote his whole time to the service of the Asylum and is expected in all emergencies to render will-

ingly any service in his power even though his time be required at night.

CHAPTER XIII.

DUTIES OF THE FIREMAN.

1. The fireman, under direction of the engineer, shall have charge of the fires in the steam boilers, used for heating and ventilating, from the time the morning bell rings until the watchman or night fireman enters upon duty at night. During his time of service he shall not fail to be vigilant in attending to the fires, adapting the degree of heat to the external temperature, keeping the boilers properly supplied with water, and securing the cleanliness and neatness of the boiler house and engine room of the building by frequent dusting, whitewashing, etc.

2. He shall discharge such other duties as the engineer or Steward may assign him.

CHAPTER XIV.

DUTIES OF THE FARMER.

1. The farmer, under direction of the Steward, shall have charge of the farm and the stock. He shall have immediate control of such hands as may be assigned him, and see that they faithfully discharge their duties.

2. He shall cultivate such of the Asylum grounds and in such a manner, and shall discharge such other duties as the Superintendent may direct. He shall keep an accurate account of the produce of his department and render the same annually to the Superintendent or Steward.

CHAPTER XV.

DUTIES OF THE DAIRYMAN.

1. The Dairyman under the direction of the Steward, shall have charge of the cows and the dairy and discharge such other duties as may be assigned,

2. He must often communicate to the Steward the condition of cattle entrusted to his care. He must keep an account of the milk consumed and the quantity of butter and cheese made monthly, and at the end of each year present to the Superintendent or Steward a written statement of the products of the dairy.

CHAPTER XVI.

DUTIES OF THE GARDENER.

1. The Gardener shall have immediate control of the garden and garden hands, under direction of the Steward.
2. He shall take good care of all garden implements entrusted to his keeping. He shall keep an accurate account of the garden products and render the same annually to the Superintendent.
3. When patients are entrusted to assist him in the garden, he shall be responsible for their safe return to their halls.
4. He shall perform such other duties as the Superintendent or Steward may assign him.

CHAPTER XVII.

DUTIES OF THE CHIEF COOK.

1. The Chief Cook shall have immediate control of the kitchen and kitchen servants under the direction of the Matron.
2. He or she shall prepare such food in such manner and quantity as the Matron shall direct and discharge such other duties about the kitchen as may be required.
3. When patients are allowed to work in the kitchen he or she shall be watchful of them, see that they secrete no knife or other dangerous article, and that they do not engage in improper controversies with each other.
4. He or she must see that every patient allowed to go to the kitchen returns safely, each day, to his or her hall. The Superintendent must be informed each day of any improper conduct on the part of patients allowed to go to the kitchen.
5. If a knife or fork is carried to the hall, the Superintendent or other officer must be informed of the fact at once.

CHAPTER XVIII.

DUTIES OF THE BAKER.

1. The Baker shall have charge of the bake shop, and be careful that the supply of bread is always good, timely and abundant.
2. He must notify the Steward promptly of any defect

observable in the quality of the flour, as no excuse will be taken for bad bread.

3. He shall prepare, under the direction of the Matron, such articles of pastry as she may require, and he may be capable of making.

4. Every part of the bake shop must be kept clean and no lounging or loafing of the kitchen hands shall be allowed within it. Before quitting the employ of the Asylum he must give thirty days' notice to the Steward.

CHAPTER XIX.

DUTIES OF THE LAUNDRESSES.

1. The Laundresses, under the direction of the Matron, shall do all the washing and ironing of the Asylum in the neatest possible manner, and be responsible for the cleanliness and safe locking of the laundry. They must be especially careful in regard to fires used for ironing purposes.

2. When patients are allowed to assist them they must see that they do not quarrel or engage in personal difficulty with each other and that when through with work in the laundry, they are safely returned to the halls.

3. Whenever a patient allowed to work in the laundry, especially in the ironing room, manifests any disposition to do violence, the patient must be taken at once to the hall, and not again taken to work in the laundry without a second permission from the Superintendent.

4. The Superintendent may designate among the laundresses a head laundress, who shall receipt for all articles brought to the laundry and be responsible for their safe delivery after the wash, to the party bringing them.

5. No articles need be receipted for or washed by her unless plainly marked.

6. All articles taken from the laundry must be set down upon duplicate lists, one of which shall be receipted upon by the laundress, and the other retained by the laundress as her memorandum.

CHAPTER XX.

HOURS FOR MEALS, RISING AND RETIRING.

1. The first morning bell shall be rung at half past four o'clock in May, June, July and August; at five o'clock in

March, April, September and October, and at half past five in November, December, January and February. The second morning bell shall be rung one hour-and-a-half later than the first throughout the year.

2. Breakfast for the rear centre building shall never be later than the ringing of the second morning bell.

3. Breakfast for the centre building and halls shall be ready at precisely two hours after the ringing of the first morning bell.

4. A bell shall be rung throughout the year at twelve o'clock M., and at six and nine o'clock P. M.

5. Dinner shall be served throughout the year at half past twelve o'clock and supper at six o'clock P. M.

6. The Asylum shall be closed, all lights in the wings extinguished and all employes shall retire to bed at half past nine o'clock every night.

CHAPTER XXI.

RULES IN REGARD TO THE GAS AND LIGHTS.

1. Attendants cannot be too careful in regard to the gas lights.

2. They must be careful upon retiring at night, to see that the gas is wholly turned off, so as not to endanger suffocation in their own sleeping rooms, and they should be especially careful, during evenings of amusements, and exercises in the chapel, that no unguarded light is left burning while any patient is left alone on the hall, unless the patient is pronounced perfectly safe and trustworthy by the Superintendent. They must be as economical in the use of gas as possible, turning it down or entirely off from burners when not in use. Much gas can be wasted or saved, according to the thoughtfulness or thoughtlessness in this respect, of attendants and other employes.

CHAPTER XXII.

WASTING OF WATER.

1. Attendants must be careful that water is not wasted through neglect in the dining and bath rooms, and the floors in consequence overflowed.

CHAPTER XXIII.

EMPTYING OF STRAW AND RUBBISH IN THE YARD.

1. Attendants and employes are cautioned against falling into this slovenly practice.

2. No one will be pardoned for emptying the contents of a dust box, rag-bag or bed-sack within the Asylum enclosure, except at such places as may be specially designated as receptacles for such materials. Every attendant is expected to take as much pride in the neat appearance of the Asylum grounds, as in the cleanliness of the halls and patients.

CHAPTER XXIV.

PENALTIES.

1. Any attendant permitting a patient to escape through neglect of proper watchfulness shall pay in whole or in part the expenses of returning the escaped patient to the Asylum, and where the negligence is gross, such as going to sleep while out airing patients, leaving them to themselves, leaving a door unlocked, or entrusting a patient with a key, shall be compelled to pay the probable cost of returning the patient and be summarily dismissed from the employ of the Asylum.

2. Any attendant who grossly abuses a patient is liable, in addition to being dismissed from the employ of the Asylum, to prosecution and imprisonment for assault and its consequences.

APPENDIX.

CHAPTER LVI OF THE GENERAL STATUTES OF MISSOURI, EMBRACING THE GENERAL LAW REGULATING THE STATE LUNATIC ASYLUM, WITH THE AMENDMENTS THERETO.

POWERS AND DUTIES OF OFFICERS.

Section 1. The government of the State Lunatic Asylum shall be under the control and direction of a board of managers, to consist of nine members, three of whom shall be competent physicians. They shall be appointed upon the nomination of the Governor, by and with the advice and consent of the senate, and shall hold their offices for four years, and until their successors be duly appointed and qualified. The persons appointed managers shall be notified of their appointment by the secretary of state. When vacancies happen in the recess of the senate, they shall be filled by appointments of the Governor; and the persons so appointed shall serve until the meeting of the general assembly next succeeding their appointment, and until their successors be duly appointed and qualified. The persons appointed managers, shall, before entering upon the duties of their office, severally take the oath of loyalty prescribed in the constitution, and an oath or affirmation faithfully to discharge their duties as such managers, and to obey all laws in force relative to said asylum.

Sec. 2. The managers may take and hold, in trust for the state, to the use of the asylum, any lands conveyed or devised, and any money or other personal property given or bequeathed, to be applied to the benefit of the asylum.

Sec. 3. The managers are invested with the general control and direction of the property and affairs of the institution, with power to direct such purchases as, under the advice of the Superintendent, may be deemed necessary for the restoration of the insane. They shall prescribe rules, regulations and by-laws for the government, discipline and management of the asylum, and shall conduct its concerns agreeably to the requirements of law, and the rules, regulations and by-laws of the asylum.

Sec. 4. The managers shall have authority to appoint a superintendent, assistant physicians, treasurer, steward and matron, all of whom, except the treasurer, shall constantly reside in the asylum, and be designated the resident officers thereof.

Sec. 5. The managers shall, in their rules, regulations and by-laws, prescribe the duties of the respective officers, and fix the term thereof. They may, at their pleasure, remove from office any officer of the asylum, save the Superintendent; and they may remove the Superintendent for incompetency, willful neglect, or refusal to discharge any of his duties, or for any other misconduct which might render it unfit for him to remain in his office.

Sec. 6. The managers shall determine the annual salaries of the Treasurer and of said resident officers, subject to the approval of the Governor and State Auditor. Such salaries shall be paid quarter yearly to the said officers, by the Treasurer of the state, upon the warrants of the State Auditor, out of any appropriations made for the payment of civil officers of government, on the requisitions of the board of managers, or any two of the members thereof.

Sec. 7. The Treasurer of the asylum shall reside in the town of Fulton, Callaway county, and give bond for the faithful performance of his trust, in such sum and with such securities as shall be approved by the Governor and state auditor. He shall have the custody of all moneys, notes and other obligations and securities belonging to the asylum; and out of said moneys shall make payments on such warrants or orders as may be prescribed in the by-laws of the asylum. For any misfeasance, malfeasance or nonfeas-

ance, he and his securities shall be liable, and be prosecuted therefor by direction of the board of managers.

Sec. 8. For the future support of said asylum, for the payment of its debts, the advancement of its interests and the humane objects contemplated by its establishment, the sum of sixteen thousand dollars annually, after appropriations already made have been exhausted, is hereby appropriated, payable out of the treasury, semi-annually, on the first days of March and September in each year; and it shall be the duty of the State Auditor, on the requisition of the board of managers, to issue his warrant on the State Treasurer, in favor of the Treasurer of said institution, for the amount of each semi-annual payment, as the same shall become due and payable.

Sec. 9. For all debts and demands whatsoever due the asylum, and all damages for failure of contract, and for trespass and other wrongs to the asylum or any property thereof, real or personal, actions may be maintained, in the name of the "Treasurer of the State Lunatic Asylum." Interest shall be recovered on any and all sums due the asylum from the time when the cause of action shall have accrued. In any action for an indebtedness, or for damages due the asylum on account of any patient, the account therefor, officially certified by the Superintendent, shall be *prima facie* evidence of the amount due; and the impression of the official seal of the Superintendent to a certificate or account, to which the signature of the Superintendent is annexed, shall be *prima facie* evidence that such signature is the handwriting of the Superintendent.

Sec. 10. The Superintendent shall be a physician of knowledge, skill and ability in his profession, and of experience in the management and treatment of the insane; he shall not, while such Superintendent, engage in the practice of his profession, but shall, to the exclusion of all other business, devote himself to the supervision and care of the asylum and its inmates. Before entering on the duties of his office, he shall take an oath or affirmation that he will diligently, faithfully and impartially discharge all the duties required of him by law.

Sec. 11. The Superintendent shall be the chief executive officer of the asylum, and shall have the care and control of everything connected therewith; he shall see that the several officers of the asylum faithfully and dilligently discharge their respective duties; he shall employ such nurses, attendants, servants and other persons as he may think proper, and assign to them their duties, and may, at pleasure, discharge them; he shall receive such patients as shall be entitled to admission into the asylum, and discharge them therefrom; *provided*, that he shall at all times exercise the powers and perform the duties herein mentioned according to the rules and by-laws of the asylum.

Sec. 12. Persons afflicted with any form of insanity may be admitted into the asylum, when the Superintendent deems it probable that their condition can be improved by the care and treatment of the institution; and any patient may be discharged by the Superintendent whenever he may believe that the condition of such patient cannot be improved by a longer stay in the asylum.

Sec. 13. All persons employed in the asylum, while so employed, shall be exempt from serving on juries and working on roads and highways, but not from paying any property or road tax; and the certificate of the Superintendent, under his official seal, shall be sufficient evidence of such employment.

Sec. 14. The Superintendent shall keep, at all times, for the institution, an official seal, upon which shall be inscribed the words "State Lunatic Asylum."

Sec. 15. The board of managers shall keep a full and correct account of their proceedings, in books to be provided for that purpose; the officers of the asylum shall make reports to the board as it may, from time to time, require; the managers, at their annual meeting next preceding the meeting of the general assembly, shall make a full report to that body, accompanied by biennial reports of the Superintendent and Treasurer.

Sec. 16. Two of the managers shall, together, visit the asylum monthly; a majority of them, together, quarterly; and all the managers shall, together, make one visit during

the year. The annual meeting of the board shall be held on the last Monday in November of each year.

Sec. 17. This act shall not be so construed as to affect the tenure of office of the present officers of the asylum, or the terms of service of the present managers; they shall serve out their respective terms, unless removed in conformity to this chapter.

Sec. 18. All rules, regulations and by-laws now in force for the government, discipline and management of the asylum, and not inconsistent with this chapter, shall remain in force until altered, modified or repealed in the manner provided by law.

ADMISSION OF PAY PATIENTS.

Sec. 19. Pay patients (or those not sent to the asylum by order of a court) may be admitted on such terms as shall be, by this chapter and the by-laws of the asylum, prescribed and regulated.

Sec. 20. Preparatory to the admission of such a patient, the Superintendent shall be furnished with a request (of the form seen in section three) under the hand of the person by whose direction he is sent, stating his age and place of nativity (if known) his christian and surname, place of residence, occupation and degree of relationship, or other circumstances of connection between him and the person requesting his admission; and, second, a certificate (of the form seen in section four) dated within two months, under oath, signed by two physicians, of the fact of his being insane. Each person signing such request or certificate shall annex to his name his profession or occupation, and the township, county and state of his residence, unless these appear on the face of the document. Before any private patient shall be received into the asylum, there shall be produced to the Superintendent a receipt from the Treasurer of the asylum, acknowledging the payment to him of at least thirty days' charges in advance, and a sufficient bond to said Treasurer, conditioned that the obligor or obligors will secure the payment of charges incurred in behalf and on account of said patient; said bond, with satisfactory securities, shall be of the form and contain the provisions as

provided in section twenty-three. No part of said thirty days' payment shall be refunded if the patient making such payment shall be taken away, within that period, uncured, and against the consent of the Superintendent.

Sec. 21. The request for the admission of a patient into the asylum shall be in writing, and of the following form, with all blanks suitably filled:

To Superintendent of the Missouri State Lunatic Asylum:

The undersigned, of the county of——, is desirous of placing in the State Lunatic Asylum, at Fulton, and hereby requests the admission therein of——, a resident of the county of——, who is aged——, and has been (here state what the occupation of the person has been). He or she is a native of——, in the state of——, and is (here state what the relationship or circumstances of connection may be) of the undersigned (then should follow a written history of the case, including the alleged cause of insanity, when it commenced, and all the particulars thereof.)

Dated,——day of——18—.

Sec. 22. The certificate of two physicians shall be substantially of the following form, with all blanks suitably filled:

State of——, } ss.
County of——, }

We, ——and——, of the county and state aforesaid, physicians, do hereby certify that we have this day seen and examined (here insert the name of the patient,) of the county of ——, and believe—— to be insane, and a proper patient to be sent to the State Lunatic Asylum.

[Signed.]

The above named——, being duly sworn, say that they are practicing physicians of the county aforesaid, and that the facts stated in the above certificate, by them subscribed, are true according to the best of their knowledge and belief.

[Signed.]

Sworn to and subscribed before me, this——day of——, 18—.

_____, J. P.

Sec. 23. The bond provided for in section two shall be of the following form, with all blanks appropriately filled:

Know all men by these presents, that we,——, of the county of ——, are held and firmly bound unto——, Treasurer of the Missouri State Lunatic Asylum, and his successors in office, in the sum of five hundred dollars, for the payment of which we, jointly and severally, bind ourselves firmly by these presents, sealed with our seals and dated this——day of——, 18—. The condition of this obligation

is such that: Whereas,——, of the county of——, in the state of——, and who is insane, has been admitted a patient in the Missouri State Lunatic Asylum, at Fulton; now, therefore, the condition of this obligation is, that if the said obligors shall pay to the said treasurer, or his successors in office, the sum of——dollars and——cents per week, for the board of said patient, so long as he shall continue in said asylum, with such extra charges as may be occasioned by——requiring more than ordinary care and attention, and shall provide for——suitable clothing, and shall pay for all necessary articles of clothing as shall be procured for——, by the steward of said asylum, and shall remove——from said asylum, whenever required to do so by the superintendent; and if he shall be removed by either of us, or by any one, before the expiration of three calendar months after reception, then, if said obligors shall pay board for thirteen weeks, unless——should be sooner cured; and if they also pay not exceeding fifty dollars, for all damages said——may do to the furniture or other property of the asylum, and for reasonable charges in case of death; such payment for board and clothing to be made in advance, quarterly, on the first day of October, January, April and July of each year, and at the time of his removal, or in case of death, within one month thereafter, with interest on each bill from and after it becomes due, then this obligation to be void; otherwise, to remain in full force.

———[L. s.]

———[L. s.]

Those that take private patients to the asylum must be prepared to give such bond, and, if strangers, evidence must be taken of their responsibility.

Sec. 24. Before pay patients shall be received into the asylum, they shall be provided, by those accompanying them, with suitable changes of raiment, of the kind, quality and quantity specified in section twenty-six of this chapter, to be provided for the insane poor; and whenever pay patients shall be in need of clothing, the Steward of the asylum shall, under the direction of the Superintendent, furnish the same, at the cost of those executing the bond provided for in the last preceding section.

ADMISSION OF THE INDIGENT INSANE.

Sec. 25. The several county courts shall have power to send to the asylum such of their insane poor as may be entitled to admission thereto. The counties thus sending shall pay, semi-annually, in advance, such sums for the support and maintenance of their insane poor as the board of managers may deem necessary, not exceeding two and one-half dollars per week for each patient, the actual cost

of their clothing, the expenses of removal to and from the asylum, and, if they shall decease therein, for burial expenses; and in case such insane person shall die or be removed from the asylum before expiration of the six months, it shall be the duty of the managers of such asylum to refund, or cause to be refunded, the amount that may be remaining in the treasury of such asylum due to the county entitled to the same.

Sec. 26. Any county court sending patients to the asylum shall, before sending them, see that they are free from any contagious disease, in a state of perfect bodily cleanliness and comfortably clothed, and provided with suitable changes of raiment, as herein prescribed: If a male, with at least two new shirts, a new and substantial coat, vest and pantaloons, of strong woolen cloth, two pair of woolen socks, a black stock or cravat, a good hat or cap, a pair of new shoes or boots, together with a comfortable outside garment; if a female, in addition to the same quantity of under garments, shoes and stockings, a flannel petticoat, two good dresses, and a cloak or outside garment. In case the patient be so much excited as not to admit of being thus clothed, other clothing that can be kept on, that is comfortable and in sufficient quantity, with a change thereof, may be substituted. Extra and better apparel should be sent with the patients, that, when their health is improved and when they attend religious worship, walk or ride out, it may be used, if deemed necessary.

Sec. 27. The indigent insane of this state shall always have the preference over those who have the ability to pay for their support in the asylum; and if there are not provisions in the asylum for the accommodation of all the insane persons in the state, then recent cases of insanity (by which term are meant cases of less than one year's standing) shall have preference over cases of more than one year's standing; *provided*, no county shall have in the institution more than its just proportion, according to its insane population.

Sec. 28. Whenever a patient is sent to the asylum, by the order of any court or officer having authority to make

such order, the warrant, or copy of such order, properly authenticated, by which such patient is sent, shall be lodged with the Superintendent.

Sec. 29. There shall be sent with each patient a detailed account of his or her case, as far as practicable, stating the cause of his or her insanity, its duration, the former treatment of the patient, and all other particulars relating to the patient, and his or her disease; and, if possible, some one acquainted with the individual should accompany him or her to the asylum, from whom minute and essential particulars of his or her insanity may be learned.

Sec. 30. When poor patients shall be in need of clothing, it shall be the duty of the Steward under the direction of the Superintendent, to furnish the same, at the cost of the county court sending them.

Sec. 31. The Superintendent shall, under the direction of the managers, cause, once in every six months, to be made out and forwarded to any county court which may send to the asylum an insane poor person, an exact account of the sum due and owing by such court on account of such insane person. Said court, at its first session thereafter, shall proceed to allow, and cause to be paid over to the Treasurer of the state lunatic asylum, the amount of said account.

Sec. 32. For the admission of county court patients, the following proceedings shall be had: Some citizen residing in the proper county shall file with the clerk of the county court of such county a statement, in writing, which shall be substantially as follows:

State of Missouri, }
 ——— County. } ss.

The undersigned, a citizen residing in the county and state aforesaid, hereby states that ——— is insane; that his insanity is less than ——— years' duration; that he has not estate sufficient to support him at the state lunatic asylum, and is a resident of said county and state aforesaid. These facts can be proven by ——— and ——— [naming at least two persons, one of whom shall be a respectable physician.] Dated this ——— day of ——— A. D. 18—.

[Signed]

A. B.

Sec. 33. The clerk shall thereupon issue subpoenas for the persons named as witnesses, and such other persons as

he may think proper, commanding them to appear before his county court, at a specified time, which time shall be the first day of the first session of such court thereafter, to testify concerning the facts set forth in said statement. Subpoenas may also be issued for witnesses in behalf of the person alleged to be insane.

Sec. 34. At the time appointed (unless the investigation shall be adjourned over to some other time), the said court shall cause the witnesses in attendance to be examined before themselves, or a jury, if one be ordered for the purpose, duly chosen and empaneled, according to the practice of the court. At least one of the witnesses examined shall be a respectable physician.

Sec. 35. If, after such examination, the court, or the jury, if one shall have been employed, shall be satisfied of the truth of the facts set forth in the statement, the court shall cause a suitable order to be entered of record, upon their own decision, or where the verdict of the jury has been rendered upon the verdict. And such order shall further set forth that the person found to be insane is a fit subject to be sent to the state lunatic asylum, to undergo treatment therein; and shall further require the medical witness forthwith to make out such a detailed history of the case as is required by the twenty-ninth section of this chapter; and, also, that the costs of this examination be paid out of the treasury of the county; and, also, that the clerk of the court forthwith forward a certified copy of said order of court to the Superintendent of the asylum, accompanying the same with a request of admission of the person found to be insane into the asylum.

Sec. 36. If a person, alleged to be insane, would be dangerous to the safety of the community, by being at large, this additional fact shall be set forth in the written statement required by the thirty-second section of this chapter, and in the order of court required by the thirty-fifth section of this chapter.

Sec. 37. The clerk of the county court shall forthwith transmit to the Superintendent of the asylum a copy of such order, under his official seal, with his application for

the admission of such person into the asylum. Upon receiving the application and the official copy of the order of court, the Superintendent shall immediately advise the clerk whether the patient can be received, and, if so, at what time. The clerk shall thereupon, in due season for the conveyance of such person to the asylum by the appointed time, issue his warrant to the sheriff of his county, or any other suitable person, commanding him forthwith to arrest such insane person, and convey him to the state lunatic asylum. If the clerk be satisfied of its necessity, he may authorize one or more assistants to be employed. Said warrant shall be substantially as follows:

State of Missouri, }
County of ———, } ss

The State of Missouri, to ———. Whereas, all the proceedings necessary to entitle ——— to be admitted into the state lunatic asylum, as a county patient, have been had according to law, you are hereby commanded forthwith to arrest said person, and convey him to said asylum: and you are authorized to take to your aid ——— assistants, if deemed necessary by you. After executing this warrant, you shall make due return thereof to this office.

Witness my hand and seal of office, this — day of —, A. D. 18—.

[L. s.] ———, Clerk.

Upon receiving said patient, the Superintendent shall indorse upon said warrant a receipt substantially as follows:

State lunatic asylum, —, A. D. —. Received this day, of —, the patient named in the within warrant ———, Superintendent.

This warrant, with the receipt thereon, shall be returned to the clerk who issued the same, and shall be filed by him with the other papers relating to the case.

Sec. 38. The relatives of the insane person shall have the right, if they choose, to convey him to the asylum. In such case the warrant shall be directed to one of them; and the person to whom it is directed and his assistants shall, if demanded, receive the same compensation allowed for the like services to the sheriff.

Sec. 39. When a county patient is sent to the asylum, it shall be the duty of the clerk to see that the patient is supplied with the proper clothing, specified in section twenty-six of this chapter; and, if not otherwise furnished, the clerk shall purchase it; and, in such case, the same shall

be paid for out of the county treasury, by order of the county court.

Sec. 40. If the county court of the proper county shall so order, the clerk thereof shall transmit to the Superintendent a certificate, under his official seal, setting forth that any patient in the asylum has not estate sufficient to support him at the asylum. Upon the receipt of such certificate by the Superintendent, such person shall be a county patient of such county, and shall be supported by such county, as provided by this chapter in the cases of poor patients.

Sec. 41. If the county court of the proper county shall so order, the clerk thereof shall transmit to the Superintendent a certificate, under his official seal, setting forth that any county patient in the asylum, from his county, has sufficient estate to support and maintain him at the asylum. After the receipt of this certificate the patient shall be a pay patient; and, in such cases, charges shall be made out and paid, and a bond shall be required and executed, as in all other cases of pay patients; and, upon a failure thereof, after reasonable delay, the Superintendent shall discharge such patient, in the manner as provided in this chapter in case of poor persons.

Sec. 42. Whenever the Superintendent shall desire the removal from the asylum of any county patient, he shall give notice thereof, under his official seal, to the clerk of the county court of the county from which such patient was sent; and thereupon such clerk shall forthwith issue his warrant to the sheriff of said county, which warrant shall be substantially as follows:

State of Missouri, }
County of ———, } ss

The State of Missouri, to ———. Whereas, the proper authority has directed that——, a patient in the state lunatic asylum, from this county, be removed from said asylum. You are, therefore, hereby commanded, with an assistant, if deemed necessary by you, forthwith to remove said patient and return him to this county, where he had a legal settlement when he was taken to said asylum.

Witness my hand and seal of office, this — day of——, A. D. 18—.

Immediately upon receiving such warrant, it shall be the duty of the sheriff, by himself or deputy, with such assist-

ance as he may deem proper and is authorized to take, forthwith to execute the same, and to return it to the clerk by whom it was issued, showing, by proper indorsement, the manner of its execution. And if any clerk, upon received such notice, shall refuse or neglect, for the space of five days, to issue and place such warrant in the hands of the sheriff, or if such sheriff shall refuse to receive the same, or shall neglect, for the space of twenty days after receiving the warrant, to demand such patient of the Superintendent, the patient shall be charged, from the date of the notice, to the clerk or sheriff so offending, until his removal, at the same rates as pay patients; and the amount of such charge may be recovered against the officer so offending, with costs of the suit, in the name of the Treasurer of the asylum, as provided by this chapter in other cases.

INSANE, UNDER SENTENCE AS CRIMINALS.

Sec. 43. When a person, tried upon indictment for any crime or misdemeanor, shall be acquitted on the sole ground that he was insane, the fact shall be found by the jury in their verdict, and the prisoner shall be dealt with as provided in the two following sections.

Sec. 44. If the prisoner is not a poor person, and the court is satisfied, from the nature of the offense or otherwise, that it would be unsafe to permit the prisoner to go at large, an order shall be entered of record that he be sent to the asylum, and further requiring the sheriff or other ministerial officer of the court, with such assistance as may be specified in the order, to convey such prisoner to the asylum, after first ascertaining from the Superintendent that such prisoner will be received into the asylum; and, until the receipt of such information, to keep such prisoner in the county jail, poor house or other safe custody; and, further, that the costs which may accrue in carrying into effect this order, and all expenses for the support and maintenance of such person, whilst in the care and custody of the officer and at the asylum, shall be paid out of the proceeds of the estate of such person. And the court shall have power, at each succeeding term, to tax up, so long as

it may be necessary, such cost and expenses as may have accrued since the preceding term, and cause the same to be levied and collected by execution ; and the officer collecting the same shall pay to the Treasurer of the asylum, and to such other persons as may be entitled thereto, their respective amounts due. The clerk of the court shall furnish a copy of the order of the court, under his official seal, to be lodged with the Superintendent, upon the admission of the prisoner into the asylum, and issue a warrant upon said order to the officer named in said order, as near as may be of the form specified in section thirty-seven of this chapter.

Sec. 45. If the prisoner be a poor person, the court shall make an order remanding him to the custody of the sheriff or other officer of court, requiring him to hold the prisoner in safe custody, at the expense of the county court of the proper county, until such county court shall cause him to be removed to the asylum, as in the cases of insane poor persons ; *provided*, no examination into the insanity of the prisoner shall take place before the county court, as provided in sections thirty-two, thirty-three, thirty-four and thirty-five of this chapter ; but the county court and clerk thereof shall proceed and the prisoner be dealt with in like manner as other insane poor persons are required to be, after examination had by the county court. It shall be the duty of the clerk of the county court trying the prisoner to make out a copy, under his official seal, of the judgment of acquittal of the prisoner, and of the order required by the first part of this section to be delivered to the officer having custody of the prisoner, for his authority for such custody.

Sec. 46. The sheriff or other officer having the custody of insane persons, as required in sections forty-four and forty-five of this chapter, shall, if he deem it necessary to their safe custody, confine them to the county poor house or county jail until they shall be removed to the asylum ; and if all things needful be not otherwise supplied, he shall furnish them ; and, in such cases, the supplies for the ~~insane~~ insane poor shall be paid for by the proper county courts

out of the county treasuries; and supplies for others than the insane poor shall be repaid out of their estates, and may be recovered by suit in the name of such officer.

Sec. 47. If any person, after being convicted of any crime or misdemeanor, and before the execution, in whole or in part, of the sentence of the court, become insane, it shall be the duty of the Governor of the state to inquire into the facts; and he may pardon such lunatic, or commute or suspend, for the time being, the execution in such manner and for such period as he may think proper; and may, by his warrant to the sheriff of the proper county or warden of the state penitentiary, order such lunatic to be conveyed to the asylum, and there kept until restored to reason. If the sentence of such lunatic is suspended by the Governor, the sentence of the court shall be executed upon him after such period of suspension hath expired, unless otherwise directed by the Governor.

MISCELLANEOUS PROVISIONS.

Sec. 48. Should any insane person escape from the asylum and return to the county from which he was committed, it shall be the duty of the sheriff of said county, upon being notified by the Superintendent, forthwith to apprehend him and take him back to the asylum; and the sheriff shall be paid by the Steward of the asylum, by order of the Superintendent, the same fees as are provided in other cases for the commitment of insane persons to the asylum. No patient who has committed homicide shall be discharged without the consent of the Superintendent, and the written admission of a majority of the board of managers.

Sec. 49. Upon the rendition of judgment in any suit instituted in behalf of the asylum, the magistrate, judge or court before whom such suit shall be tried, shall assess and tax as costs, to be paid as other costs in such cases, a reasonable attorney's fee in favor of the attorney in behalf of the asylum, and which shall be in full compensation for his services in such suit.

Sec. 50. If any clerk shall neglect to perform any du-

ties enjoined upon him by this chapter, he shall be removed from office in the same manner as for neglect of any duty.

Sec. 51. To the sheriff or other person, for taking a patient to the asylum, or removing one therefrom, upon the warrant of the clerk, mileage, going and returning, at the rate of ten cents per mile, and seventy-five cents per day for the support of each patient on his way to or from the asylum, shall be allowed; to each assistant allowed by the clerk and accompanying the sheriff, or other person acting under the warrant of the clerk, mileage at the rate of eight cents per mile for going and returning, shall be allowed; the computation, in both instances, to be made from the place of arrest to the asylum, by the nearest route usually travelled. The costs specified in this section shall be paid out of the county treasury of the proper county.

Sec. 52. The terms "insane" and "lunatic", as used in this chapter, include every species of insanity or mental derangement. The words "insane poor," or "indigent insane," when applied to a person without a family, shall mean one whose estate, after payment of his debts and excluding from the estimate such part of his estate as is exempt from execution, is worth less, in cash, than three hundred dollars; and the same words, when applied to a person having a family, shall mean one whose estate, estimated as aforesaid, is worth less, in cash, after payment of his debts and the support of his family for one year, than one thousand dollars; *provided*, that when the said words are applied to a married woman, her estate and that of her husband shall be estimated as aforesaid, and the amount shall determine the question aforesaid, whether she be a "poor" person or not, within the meaning of this chapter. A person with a family is one who has a wife and child, or either; county patients are those supported in the asylum at the expense of the counties sending them; pay or private patients are those supported in the asylum by their friends, or from the proceeds of their own property. Every word in this chapter importing the masculine gender shall extend and be applied to females as well as males; and any word importing the singular number only or the

plural number only, may be applied to one person or thing as well as to several persons or things.

Sec. 53. No person shall be entitled to the benefit of the provisions of this chapter as a patient, except persons whose insanity has occurred during the time such person may have resided in the state, and except the insane poor, under sentence as criminals, as provided in sections forty-three to forty-seven, inclusive, of this chapter. Every patient in the asylum shall be deemed to be the county patient of the county first sending him, till one year after his regular discharge from the asylum.

Sec. 54. All acts and parts of acts inconsistent with this chapter, are hereby repealed.

(FOR AMENDMENTS, SEE NEXT PAGE.)

AMENDMENTS.

AN ACT TO AMEND SECTION EIGHT, CHAPTER FIFTY-SIX, GENERAL STATUTES, APPROPRIATING MONEY FOR THE SUPPORT OF THE LUNATIC ASYLUM, APPROVED, MARCH 18, 1871.

Amend section one, of an Act approved March 18, 1871, entitled an Act to amend section 8, chapter 56, general statutes, appropriating money for the support of the Lunatic Asylum so as to read as follows: Section 8. For the future support of said Asylum, the advancement of its interests, and the humane objects contemplated by its establishment, the sum of twenty-five thousand dollars annually, after appropriations already made for the purposes in this section specified have been exhausted, is hereby appropriated, out of any moneys in the treasury not otherwise appropriated, payable out of the treasury semi-annually, on the first days of March and September in each year; and it shall be the duty of the State Auditor on the requisition of the Board of Managers, to issue his warrant on the State Treasurer, in favor of the Treasurer of said institution for the amount of such semi-annual payment as the same shall come due and payable.

THE END.

